

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 21, 2013 at 6:15 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, VICKY VAN VONDEREN, TIM NIXON, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

**EXCUSED:** CARLA BUBOLTZ AND CHRIS FROELICH

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Sue Lagerman (staff); Doug Marsh (Brown County Public Works); Barbara Kane (Friends of the Brown County Library) and Bob Nielsen.

President Kathy Pletcher called the meeting to order at 6:15 p.m.

**WELCOME NEW BOARD MEMBER & INTRODUCTIONS** K. Pletcher welcomed Tim Nixon to the Library Board and the board introduced themselves.

### **CONSENT ITEMS**

**a. Approve/modify agenda**

**b. Approval of minutes**

**c. Ratify actions taken at the January 2013 Library Board meeting**

**Motion** by V. Van Vonderen, seconded by C. Wagner, to approve the consent items. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

K. Pletcher shared a response letter to a library patron who wrote with concerns about the reimbursement billing to Outagamie County.

No one from the public was present to address the Board.

### **INVITED GUESTS**

D. Marsh updated on Central Library projects. Bid for main disconnect and the rooftop condensing unit came in within acceptable costs and were approved by PD&T and the County Board.

Bids for the elevator were received with a low bid of \$508,000 and a high bid around \$556,000. All bids were rejected. Last summer Public Works received an estimate of about \$ 240,000 from Raasch. The difference in bids is because the public works director has charged public works staff with fixing the building only. The \$508,000 bid included new equipment and an upgrade from hydraulic to traction as well as replacing the cabs.

The project will be re-scoped to fix hydraulics and use the same cabs. All four bidders said they could bid on the modified project. D. Marsh stated that hydraulics are going to be around for a long time. They aren't just used in elevators – construction equipment is another example. K. Pletcher asked if traction elevators are safer and D. Marsh explained, in his opinion, that they are not – it is the number of stops that require consideration. If there are 4 stops or 43 feet of rise, then traction is required. Structures in Chicago and Minnesota who maintain hydraulic jacks were mandated to traction by last year as a measure to protect ground from failures involving hydraulic oil. Wisconsin is not moving in that direction due to the vast number of hydraulics in state-owned facilities.

D. Marsh further explained the mechanics of a single wall jack that uses hydraulic oil. The pressurized oil in the piston causes the jack to rise and push the car up. Up until 1973, cylinders could be set in a single wall steel casing. These can corrode and can cause problems as evidenced by the staff elevator jack which was replaced in 2005. The public elevators are original and passed inspection last month. As required by the state, the oil usage log, used to track oil usage and can help determine leaks, has shown no evidence of leakage.

PVC would be replacement material used. There is no good way to determine the condition of the steel casing, or its thickness, besides pulling it out of the ground. The systems are generally uncomplicated. Overloading, an O-ring failure (at any age), or ground shift could put the jack out of plumb.

It is clear the \$240,000 is the target limit. D. Marsh is also seeking three alternate bids in addition to the base bid including replacing the controller on two of the power units; emergency back-up power; machine room wiring; travelling cable; new fixtures/buttons; new door operators; door hangers and track; door and hatch panels; cab interior upgrade (\$15,000 per cab); finished walls,

flooring, ceiling and possibly lighting; and new floors. V. Van Vonderen asked about ADA and D. Marsh replied that the controls in the cab would be ADA compliant but wheelchairs won't be able to turn around. Budget restraints control the enhancements. Public Works would like the bids to come directly from elevator companies.

P. Williams asked if leaving the shafts the same and making everything else ADA compliant was an option. V. Van Vonderen asked if this was just a cosmetic approach or will the life of the elevators be extended? D. Marsh replied that the life of the elevators would be extended as new equipment – state-of-the-art, solid-state digital controllers would be installed. D. Marsh also reiterated the rule of proportionality – that when you reach a certain percentage of a remodel, then compliance must be met but compliance doesn't have to be met in situations of repair.

T. Watermolen asked what would happen to the elevator if the library was positioned to be renovated. D. Marsh replied that this elevator modernization would not be compliant. A fully sized elevator, reaching all floors of the building addition would have to be added to meet compliance. Only one code elevator is needed for new construction.

The project will go out for bid on Monday and will be due on March 13; will move on to PD&T for approval on March 24 and to the County Board for approval on April 17 and contract signing on May 1. The construction approach will be to upgrade one elevator at a time.

T. Watermolen expressed Curt's concern about whole project and that he is also skeptical. He thinks patching the elevators without a master plan or a better design plan for the long term is needed before this expenditure takes place. T. Watermolen is not in support of proceeding with the elevator project without a comprehensive plan and approach even if it causes a delay.

D. Carmichael asked if the elevators are a danger. They were recently inspected in January by a licensed state inspector and the only suggested action was to check the alarms. There is also potential that if the enclosed equipment room, with no air supply or return, gets too hot, the elevators can shut down.

T. Watermolen asked about holding on moving forward on this issue for 30 days to give additional careful thought to the project as well as expending this money in the best way possible, with the best return on the dollars spent. D. Marsh concurred with the common goal of being cost-effective and accountable to Brown County taxpayers, and is in favor of slowing down or stopping the process to open discussion with Paul Van Noie, Public Works Director. D. Marsh did recommend taking care of some of the safety issues such as the main disconnect. The new bids will help in making an intelligent decision about how to proceed.

K. Pletcher will set up a meeting with P. Van Noie, L. Stainbrook, C. Beyler and D. Marsh to discuss these concerns. V. Van Vonderen stressed the importance of getting the facts and the need for better clarity. P. Williams also offered to attend this meeting.

The Library Board is in favor of proceeding with replacing the main disconnect switch.

## **STRATEGIC PLANNING DISCUSSION**

**a. Results of BCL Board Retreat** The library's vision, mission, and values were reviewed and the board discussed the best way to express these items. To bring consensus, the board was asked to think about **Vision**: What does Brown County Library aspire to be? **Mission**: How is the fundamental purpose of the organization best defined? **Values**: What are the shared beliefs throughout the organization? and **Strategy**: a roadmap for success and how to accomplish goals.

L. Stainbrook commented that she views 'the how' as objectives; 'the what' as service; and 'the why' on the Life Study facts.

**b. Library of the Future Meeting** Scheduled for Thursday, April 11 at 6:30 p.m., this can be a kick-off event to engage the community in discussing the future of Brown County Library. The keynote speaker is Mr. Garry Golden, a professionally trained futurist, who will speak on how libraries can learn to anticipate changes in society and technology that might have an impact on our communities and civic institutions.

## **LIBRARY BUSINESS**

**a. Information Services Report** There was one update to the printed report. Printing from public computers has been restored at all locations except at the Books and More Department at the Central Library.

**b. Financial Manager's report, bills and donations** No financial reports were presented. There were no bills out of the ordinary.

### **c. Personnel**

**1. Approve Personnel Administration Policy** It was agreed to strike the following language "...supervisors may, and are encouraged to keep informal accounts of employees' use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues." **Motion** by T. Watermolen, seconded by D. Carmichael, to approve the amended Personnel Administration Policy. **Motion carried.** It was asked what records are retained after an employee

leaves. The library follows the Records Retention Schedule for Wisconsin's Public Libraries and Public Library Systems as adopted by the Wisconsin Public Records Board. Adoption by the Library Board will be added to the March agenda.

2. **Approve Table of Organization change for Central Children's Department Motion** by P. Williams, seconded by T. Watermolen, to approve the Table of Organization change as follows:

**The Library Director recommends that the Library Board reallocate personnel in the Public Services work group (Children's Services and Books, Movies, Music & More resulting in the following financial impact:**

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
1.0 Library Service Associate	37.5	Books & More	\$ 19.64	\$ 38,288.25	\$ 16,272.51	\$ 54,560.76	
<i>change to 20</i>				\$ 20,420.40	\$ 8,678.67	\$ 29,099.07	\$ 25,461.69
.75 Library Service Associate	28	Books & More	\$ 17.96	\$ 26,147.58	\$ 11,112.72	\$ 37,260.30	
<i>change to 37.5</i>				\$ 35,019.08	\$ 14,883.11	\$ 49,902.19	\$ (12,641.89)
.67 Library Service Associate	25	Children's	\$ 17.96	\$ 23,346.05	\$ 9,922.07	\$ 33,268.12	
<i>change to 32</i>				\$ 29,882.94	\$ 12,700.25	\$ 42,583.19	\$ (9,315.07)
.50 Library Service Associate	18.75	Books & More	\$ 17.96	\$ 17,509.54	\$ 7,441.55	\$ 24,951.09	
<i>change to 20</i>				\$ 18,676.84	\$ 7,937.66	\$ 26,614.50	\$ (1,663.40)
NET SAVINGS							\$ 1,841.33

This table of organization change and permission to fill open positions and subsequent annual savings, submitted for approval at the February 21, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), will be reported to the Education & Recreation Committee on March 7, 2013 as part of the Director's Report and attached to the meeting minutes. **Motion carried.**

3. **Approve Library Employee 2013 wage schedule Motion** by Wagner, seconded by Carmichael, to approve the Library Employee 2013 Wage rates. **Motion carried.** L. Hoffman noted that wages can be adjusted with 2 caveats. The new payroll system provides more flexibility and library staff can be separated into pay groups, and because the payroll system is tied with the accounting system, the ways fund are budgeted are directly tied to payroll system.

- d. **Facilities Report** K. Pletcher had talked with John VanderLeest and asked if he was getting updates. He suggested that she follow up with P. Van Noie. Curt's talking points from the Ed & Rec were included in the packet.

- e. **Approve Annual Report** The draft 2012 public library annual report contains several different sections that report on the library collection; library services; library governance; operating revenue and expenditures; staff; loans of material to out-of-county residents; technology; services to youth; and compliance with and system effectiveness of library system. 2012 saw the highest circulation ever. Registered borrowers total 168,001 out of approximately 251,412 county residents.

There were some areas of concern regarding the effectiveness of the library system. L. Stainbrook noted that the system adequately meet the needs of the library. The board agreed to indicate that the system did provide effective leadership. C. Wagner suggested that the system be encouraged to reconfigure/consolidate and examine efficiencies and cost effectiveness. **Motion** by T. Nixon, seconded by V. Van Vonderen, to approve the 2012 WI Public Library Annual Report. **Motion carried.** **Motion** by T. Nixon, seconded by T. Watermolen to comment on the library system effectiveness based on C. Wagner's suggestion; and to give staff permission to update financial figures as they become available. **Motion carried.**

- f. **Approve Annual Financial Secretary Report** V. Van Vonderen reported on and reviewed the following Special Library Funds as of 12/31/12:

Lester Wood Trust Fund, designated for the maintenance of the Central Library Wood Memorial Garden;  
Principle balance \$13,432 and interest balance: \$5304;

Fredricka Crane Trust, designated for the purchase of art and music books: Principle balance: \$8,604 and interest balance: \$160;

Nicolet National Bank account balance (donated funds designated for studies related to the repair and renovation of the Central Library): \$ 8907.00

Monies held at the Greater Green Bay Community Foundation are for library improvements.

**Motion** by Watermolen, seconded by Wagner, to approve the Financial Secretary's annual report. **Motion carried.**

#### **NICOLET FEDERATED LIBRARY SYSTEM**

##### **a. Monthly update**

**b. Statewide Consolidation of Systems** C. Wagner reported that there was a statewide meeting to discuss consolidation of library systems. And feels that there is a sense of urgency to do something before something is done to them. This topic is a standing agenda item for the NFLS board. L. Stainbrook commented that task forces were recommended and charged with examining how systems could be made better. No changes were made to systems' state budgets.

T. Watermolen stated that Brown County representatives on the NFLS board should work to keep consolidation on the forefront. Monies saved could be passed onto libraries. C. Wagner reported that efforts to examine and compare salaries locally did not go anywhere. NFLS staff received a raise and the NFLS director received a 2% raise.

State-level decision are made by the Department of Public Instruction State Superintendent, Tony Evers. It was suggested that a letter from the Board be sent to Evers advocating consolidation of library systems. State legislators should also be included.

#### **OLD BUSINESS**

##### **a. Reimbursement by Adjacent Counties**

L. Stainbrook received a letter from Rick Krumweide (OWLS Director) requesting a meeting. L. Stainbrook plans to meet with him next week. T. Watermolen suggested that an opinion from corporation counsel would be helpful to have in hand at meetings like this. L. Stainbrook received her first telephone call from patron complaining. Complaints have been minimal.

#### **PRESIDENT'S REPORT**

No report.

#### **DIRECTOR'S REPORT**

No questions regarding the report.

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **MEETING SUMMARY: TO DO's; ITEMS FOR FUTURE MEETINGS**

K. Pletcher will prepare a revised vision statement; set up meeting to discuss elevators; and schedule a meeting with the County Executive.

#### **ADJOURNMENT**

**Motion** by T. Watermolen, seconded by V. Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:55 p.m.

#### **NEXT REGULAR MEETING**

March 21, 2013

Central Library

515 Pine Street, Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary